



## State of North Carolina Office of Information Technology Services

Michael F. Easley, Governor

George Bakolia, State Chief Information Officer

August 31, 2005

### Memorandum

**To:** Agency CIOs and CFOs

**From:** George Bakolia *GB*

**Subject:** Request for information regarding status of Software Applications

The status of the state's software applications has been a topic of increased interest in the General Assembly in recent years. In separate bills, the Legislature directed my office to determine the "health" of the state's software applications and to prepare a long-term plan for the management of those key and expensive assets.

To comply with that directive, my office completed a study of legacy (in-place) applications late last year. Of the states' inventory of about 900 applications, approximately 90 were identified as needing immediate attention (action within the next two years), and about 150 were pointed out as requiring attention in the near term (two to four years). This year, the state purchased a portfolio management software tool and implemented the project management component of that tool. We will begin a project to implement the application portfolio management component shortly.

The purpose of this memorandum is to bring you up to date on two legacy application initiatives and to ask for your assistance in complying with the Legislature's directives. The first initiative is the reporting of current status for the 90 immediate term applications, and the second is the planning for and implementation of the legacy applications part of the portfolio management software tool.

### Assessment of Status for Remediation or Replacement of Immediate Action Applications

In 2004, working with you and with two primary consultants, we conducted a focused and coordinated statewide assessment of the state's software applications. Each application was examined from two different perspectives: was it technically sound, and was it meeting the business needs of your agency. Individual departmental reports were prepared and reviewed with key members of your department's technical and management staff in the fall of 2004. Following those meetings, a statewide report was compiled and presented to the General Assembly and the Office of the Governor.

Based on the project certifications being submitted to my office and the business infrastructure study, I know that some progress has been made in addressing the legacy application study's recommendations. However, in order to complete the reports required by the General Assembly, I need a more complete understanding of the status of work on these systems.

Attached to this memo is a simple spreadsheet that includes your agency's applications identified as requiring action in the near term. Please complete the status columns for each application and return the spreadsheet to Denny McGuire in my office by September 19. She can be reached at [denny.mcguire@ncmail.net](mailto:denny.mcguire@ncmail.net) or at 981-5150. Other applications that require immediate term action but were not on the original list should be added.

#### Implementation of Applications Portfolio Management using the State's Software Tool

Starting in September, my staff will begin to implement the Application Management Portfolio component. As we did with previous efforts, agencies will be invited to help us with the customization of the tool and its implementation. We plan to hold overview sessions on Application Management Portfolio on September 26 and 27. You will receive more information on those sessions shortly. Please note that our plans for implementing the Application Portfolio components will build on the work done earlier to implement the Portfolio Project Management workflow since the different components of the tool use the same nomenclature.

One commitment that I made to you last year was that the data collected for the legacy study performed would not be lost, and that it would be made a part of the portfolio initiative planned for 2005. All data collected in the legacy applications study that is relevant to the new software tool will be converted, so that data updating and inputting efforts by agency staff will be minimized.

If you have any questions about this memorandum, the previous legacy study or the plans for the implementation of the Application Portfolio tool, please contact Tom Runkle, Jim Tulenko or Denny McGuire. If, due to staff changes, or other logistical challenges you do not have your agency's copies of the Legacy Applications study, please call Tom Runkle at 981-5514.

Thank you.